

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 1. CS ID (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION										
2. SURNAME		MELEGRITO								
FIRST NAME		VICTORIA						NAME EXTENSION (JR,SR)		
MIDDLE NAME		BALDONADO								
3. DATE OF BIRTH (mm/dd/yyyy)		09/01/1961		16. CITIZENSHIP If holder of dual citizenship, please indicate the details.		☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country				
4. PLACE OF BIRTH		MONCADA,TARLAC								
5. SEX		☐ Male ☒ Female								
6. CIVIL STATUS ☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:		17. RESIDENTIAL ADDRESS		175		SALUCAG				
				House/Block/Lot		Street				
				N/A		MABINI				
7. HEIGHT (m)		1.54		Subdivision/Village		Barangay				
8. WEIGHT (kg)		64.00		MONCADA		TARLAC				
				City/Municipality		Province				
				ZIP CODE		2308				
9. BLOOD TYPE		AB		18. PERMANENT ADDRESS		175		SALUCAG		
10. GSIS ID NO.		2003084856				House/Block/Lot		Street		
11. PAG-IBIG ID NO.		1400-0009-8595				N/A		MABINI		
12. PHILHEALTH NO.		07-000024645-8		Subdivision/Village		Barangay				
				MONCADA		TARLAC				
				City/Municipality		Province				
				ZIP CODE		2308				
13. SSS NO.		N/A		19. TELEPHONE NO.		N/A				
14. TIN		909-885-208-000		20. MOBILE NO.		09460343198				
15. AGENCY EMPLOYEE NO.		4339506		21. EMAIL ADDRESS (if any)		victoria.melegrito001@deped.gov.ph				
II. FAMILY BACKGROUND										
22. SPOUSE'S SURNAME		Melegrito				23. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)		
FIRST NAME		Romulo		NAME EXTENSION (JR,SR)		Medie M. Etor		12/28/1983		
MIDDLE NAME		Mendoza				Vanessa M. Vaughn		11/26/1987		
OCCUPATION		Farmer				Ian Jay B. Melegrito		11/13/1989		
EMPLOYER/BUSINESS NAME		none				May B. Melegrito		05/12/1997		
BUSINESS ADDRESS		none								
TELEPHONE NO.		09460343198								
24. FATHER'S SURNAME		Baldonado								
FIRST NAME		Prudencio Sr.		NAME EXTENSION (JR,SR)						
MIDDLE NAME		Ra?ada								
25. MOTHER'S MAIDEN NAME										
SURNAME		Silvestre								
FIRST NAME		Virginia								
MIDDLE NAME		Regucera				(Continue on separate sheet if necessary)				
III. EDUCATIONAL BACKGROUND										
26. LEVEL		NAME OF SCHOOL (Write in full)		BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
						From	To			
ELEMENTARY		Pangal Elementary School		Primary Education		06/09/1969	03/29/1974	Elementary Graduate	1973	N/A
COLLEGE		Isabela State University		Bachelor of Science in Agriculture		06/12/1978	04/10/1981	Under Graduate	1978	N/A
SECONDARY		Isabela State University		Secondary		06/10/1974	04/12/1978	High School Graduate	1978	N/A
COLLEGE		Dr. Nicanor Reyes Memorial Colleges		Bachelor Of Elementary Education		06/15/1987	04/13/1990	College Graduate	1990	N/A
GRADUATE STUDIES		St. La Salle Bacolod		Master of Arts in Education		06/14/2010	04/17/2012	Master Graduate	2012	
(Continue on separate sheet if necessary)										
SIGNATURE						DATE				

IV. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE / RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING (if Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)		
					NUMBER	DATE OF VALIDITY	
LET (Licensure Examination For Teacher)		77.20	08/24/1996	Tarlac City	0372792	09/01/2024	
(Continue on separate sheet if necessary)							
V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/01/2022	Present	Master Teacher I	Mabini Elementary School	548,427.00	18-2	Permanent	Y
01/01/2021	12/31/2021	Master Teacher I	Mabini Elementary School	536,328.00	18-2	Permanent	Y
01/01/2020	12/31/2020	Master Teacher I	Mabini Elementary School	518,064.00	18-2	Permanent	Y
01/01/2019	12/31/2019	Master Teacher I	Mabini Elementary School	499,800.00	18-2	Permanent	Y
01/01/2018	12/31/2018	Master Teacher I	Mabini Elementary School	462,516.00	18-2	Permanent	Y
01/01/2017	12/31/2017	Master Teacher I	Mabini Elementary School	433,332.00	18-2	Permanent	Y
08/13/2016	12/31/2016	Master Teacher I	Mabini Elementary School	405,972.00	18-2	Permanent	Y
01/01/2016	08/12/2016	Master Teacher I	Mabini Elementary School	401,424.00	18-1	Permanent	Y
08/13/2013	12/15/2015	Master Teacher I	Mabini Elementary School	376,212.00		Permanent	Y
06/01/2012	08/12/2013	Teacher III	Moncada North Elementary School	259,800.00		Permanent	Y
06/11/2011	05/31/2012	Teacher III	Moncada North Elementary School	238,896.00		Permanent	Y
06/24/2010	05/31/2011	Teacher III	Moncada North Elementary School	217,992.00		Permanent	Y
07/01/2009	06/23/2010	Teacher III	Moncada North Elementary School	197,088.00		Permanent	Y
02/01/2009	06/30/2009	Teacher III	San Juan Elementary School	147,408.00		Permanent	Y
07/01/2008	01/31/2009	Teacher III	San Juan Elementary School	147,408.00		Permanent	Y
07/01/2007	06/30/2008	Teacher III	San Juan Elementary School	147,408.00		Permanent	Y
02/01/2006	06/30/2007	Teacher III	San Juan Elementary School	134,004.00		Permanent	Y
01/16/2005	01/31/2006	Teacher I	San Juan Elementary School	129,576.00		Permanent	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE			

V. WORK EXPERIENCE							
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
From	To						
01/16/2002	01/15/2005	Teacher I	San Juan Elementary School	126,420.00		Permanent	Y
07/01/2001	01/15/2002	Teacher I	San Juan Elementary School	113,592.00		Permanent	Y
01/01/2000	06/30/2001	Teacher I	San Juan Elementary School	113,592.00		Permanent	Y
11/01/1997	12/31/1999	Teacher I	San Juan Elementary School	103,260.00		Permanent	Y
07/01/1997	10/31/1997	Teacher I	San Juan Elementary School	72,156.00		Permanent	Y
(Continue on separate sheet if necessary)							
SIGNATURE				DATE			

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L & D / training program and include only the relevant L&D / training taken for the last five (5) years for Division Chief / Executive / Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE(mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED / SPONSORED BY (Write in full)
		From	To			
	District Webinar on Distritong Pagsasanay sa Panimulang Literasi	06/02/2021	06/04/2021	24	Technical	DepEd
	Capacity Building of Teachers on Content, Construction of Weekly Assessment, Making Videos and Developing Learner's Activity Sheets (LAS)	03/17/2021	03/19/2021	24	Technical	Deped
	Gender and Development Seminar	05/15/2019	05/17/2019	24	Technical	DepEd
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS / HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?			☐ YES☐ NO ☐ YES☐ NO If YES, give details : _____														
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			☐ YES☐ NO If YES, give details : _____ ☐ YES☐ NO If YES, give details : Date Filed: _____ Status of Case/s: _____														
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			☐ YES☐ NO If YES, give details : _____														
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?			☐ YES☐ NO If YES, give details : _____														
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last			☐ YES☐ NO If YES, give details ☐ YES☐ NO If YES, give details _____														
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☐ NO If YES, give details : _____														
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: b. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☐ NO If YES, give details _____ ☐ YES☐ NO If YES, please specify ID _____ ☐ YES☐ NO If YES, please specify ID _____														
41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> 42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td></tr><tr><td>Government Issued ID:</td></tr><tr><td>ID/License/Passport No.:</td></tr><tr><td>Date/Place of Issuance:</td></tr></table>		Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	Government Issued ID:	ID/License/Passport No.:	Date/Place of Issuance:	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td></td></tr><tr><td>Date Accomplished</td></tr></table>			Signature (Sign inside the box)		Date Accomplished	ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark					
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)																	
Government Issued ID:																	
ID/License/Passport No.:																	
Date/Place of Issuance:																	
Signature (Sign inside the box)																	
Date Accomplished																	
SUBSCRIBED AND SWORN to before me this 09/13/2025, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																	